

## REQUEST FOR PROPOSAL (RFP)

BG & ASSOCIATES LLC IS LOOKING FOR ASBESTOS AND RISK ASSESSORS/COMPANIES TO WORK WITH IN ADMINISTRATING CDBG FUNDS

BG & Associates LLC is soliciting proposals from asbestos and risk assessors or asbestos and risk assessment companies. We ask that proposals be submitted to owner **Kaytlin Gabrielson PO Box 10 Bear Creek WI 54922 or by email kgabrielson1@gmail.com** Proposals must be submitted no later than **12:00 P.M. on October 18, 2023.**

BG & Associates will evaluate the proposals and will select one to provide services for the CDBG Housing Program, statewide.

The complete bid documentation is comprised of:

- 1) Bid Proposal form.
- 2) Copy of the Liability/Errors and Omissions Insurance of those parties involved in administration.
- 3) Copy of credentials/ certificates and or licenses

The bidders will be notified in writing about the bid results by Thursday October 19, 2023.

### Scope of Work

The assessor or is expected to conduct the following activities in support of this project:

- 1) Receive calls and or emails from assessors or BG & Associates
- 2) Make appointments with homeowners directly.
- 3) Perform risk and or asbestos activities on requested project.
- 4) Provide a report on findings from performed activities.
- 5) Report on activities, which is to include project billing.

BG & Associates reserves the right to accept or reject any of all proposals and to issue a contract based on:

- 1) Level of service to be provided.
- 2) Level of experience in the field
- 3) References.
- 4) Project and Administrative Costs.

## **Bid Proposal Form for Risk/ Asbestos Testing**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Summary of services provided:

\_\_\_\_\_

\_\_\_\_\_

Area Served:

\_\_\_\_\_

Turn Around time: \_\_\_\_\_

Range of cost:

\_\_\_\_\_

References:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please circle "Y" for Yes or "N" for No to the following questions.*

Do you carry liability insurance?   Y   /   N

Do you carry errors/omissions?   Y   /   N

Willing to travel statewide?   Y   /   N

Please return this form and return it to BG & Associates **NO** later than 12:00pm on Wednesday October 18, 2023

BG & Associates

PO Box 10

Bear Creek, WI 54922

[Kgabrielson1@gmail.com](mailto:Kgabrielson1@gmail.com)

Fax: 715-752-4595

Please Contact Kaytlin Gabrielson at 715-752-4620 if you have any questions.